Indiana Department of Homeland Security
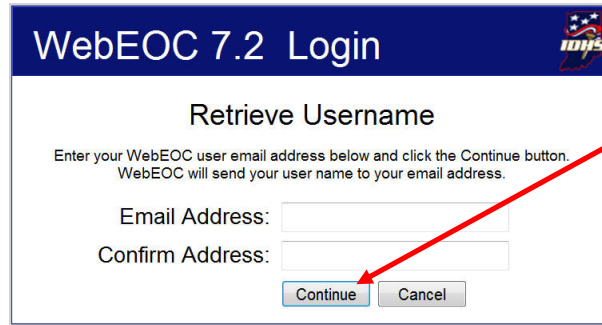## WebEOC Version 7.2 Login Guide

This guide is designed to assist authorized users access the State of Indiana's WebEOC system. It assumes the user has completed the standard WebEOC class and has been issued login credentials by the WebEOC administrator.

- To login:
  - ✓ Go to https://eoc.in.gov.
  - ✓ Do not use www in the address.
  - ✓ Use https (include the s).
  - ✓ Disable pop-up stoppers for this site before attempting to login. If a yellow bar noting "Pop-up blocked" appears above the login box, right click in the bar and choose to allow pop-ups for the site.
  - ✓ Enter your user name and password.
  - ✓ You will be required to create a new password the first time you login.
  - ✓ Passwords must be a minimum of 9 characters, contain both upper and lower case letters and at least one numeral.

Your user name should be in the format of Last Name, First Name (Agency) as shown:

- Please note: after several invalid attempts to login to the system your account will be locked.
  - ✓ Use the Forgot Username/Password feature before your account is locked.
  - ✓ If your account is locked, you must wait 10 minutes before it is unlocked.
  - ✓ IDHS does not recommend the use of add-ons such as Google and Yahoo tool bars.

- If you forget your username:
  - ✓ Go to the log in page and click on Forgot Username/Password?
  - ✓ Choose Retrieve Username.

✓ Enter your email address associated with your WebEOC account in both spaces and click Continue.

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Retrieve Username

Enter your WebEOC user email address below and click the Continue button.
WebEOC will send your user name to your email address.

Email Address: [   ]
Confirm Address: [   ]

[Continue] [Cancel]

✓ An email containing your username will be sent to you.

- If you forgot your password:
  ✓ Choose Forgot Username/Password from the first screen.
  ✓ Click on Reset Password.
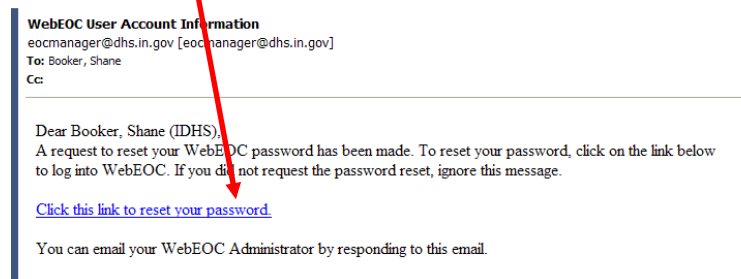
WebEOC 7.2 Login

- Retrieve Username
- Reset Password

[Cancel]

✓ Enter in your username and email address associated with your WebEOC Account and click on Continue.

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Reset Password

Enter your WebEOC username and email address below and click the Continue button. WebEOC will send you an email with further instructions on resetting your password.
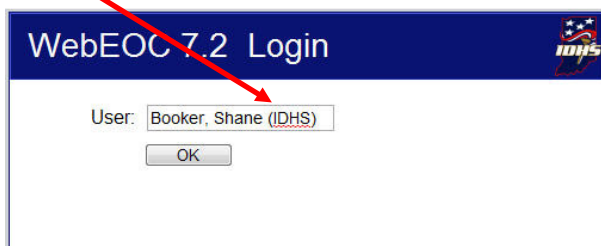
Username: [   ]
Email Address: [   ]

[Continue] [Cancel]

✓ You will receive an email with a link that will take you to the login screen.
✓ Click on the link in your email.

WebEOC User Account Information
eocmanager@dhs.in.gov [eocmanager@dhs.in.gov]
To: Booker, Shane
Cc:

Dear Booker, Shane (IDHS),
A request to reset your WebEOC password has been made. To reset your password, click on the link below to log into WebEOC. If you did not request the password reset, ignore this message.

Click this link to reset your password.

You can email your WebEOC Administrator by responding to this email.

✓ You will be taken to a new log on screen.

✓ Enter your username.

✓ Click OK and you will be prompted to enter a new password.
✓ Enter your new password in both spaces and click OK.

If you need additional assistance, please send an email to: WebEOC@dhs.in.gov.